

## Education/Child Protection Information Management Training Geneva, 14-17 July 2014

### Day 1: Monday, July 14<sup>th</sup>

Session	Time	Module	Overview of the session and module
	8h00-8h30	Registration	
	8h30-9h00	Welcoming the participants	
1. General IM Introduction	9h00-10h15	1.1. Being on the Same Page	<ul style="list-style-type: none"> <li>Objectives, administration and methodologies</li> <li>Fears and Practices: Ways of working together (IMO and CC)</li> <li>Terminology: Glossary of key terms and phrases</li> <li>Tools to be used during the training</li> </ul>
	10h15-10h30	Morning Break	
	10h30-12h30	1.2. Key IM technical skills	<ul style="list-style-type: none"> <li>General database development/management</li> <li>Key Excel skills; Intro to GIS</li> </ul>
	12h30-13h30	Lunch	
	13h30-15h45	1.3. Framing the Frameworks	<ul style="list-style-type: none"> <li>IM cycle, stages, typologies and processes</li> <li>Linking IM to the HPC, SRP and other coordination functions</li> <li>IM and Sector standards (INEE, CPMS)</li> </ul>
	15h45-16h00	Afternoon Break	
2. Adapting IM System and Tools	16h00-17h15	2.1. Assessing our IM environment and developing an IM strategy	<ul style="list-style-type: none"> <li>How to assess our IM environment and develop an IM strategy</li> <li>How to develop/adapt an IM system and tools to the country environment and stages of an emergency</li> </ul>
	17h15-17h30	Review and evaluation of the day	

### Day 2: Tuesday, July 15<sup>th</sup>

Session	Time	Module	Overview of the session and module
	8h30-8h45	Recap from Day 1	
2. Adapting IM System and Tools	8h45-11h15	2.2. Adapting IM tools	<ul style="list-style-type: none"> <li>Tool and Products Cycle</li> <li>Adapting and contextualizing tools: contact list, 3W, etc.</li> </ul>
	11h15-11h30	Morning Break	
3. Data Collection, Cleaning and Storage	11h30-12h30	3.1. Collecting 3W data	<ul style="list-style-type: none"> <li>Collecting 3W data</li> </ul>
	12h30-13h30	Lunch	
	13h30-13h45	3.2. Introduction to planning a needs assessment	<ul style="list-style-type: none"> <li>Planning a needs assessment</li> </ul>
	13h45-15h15	3.3. Secondary Data Review (SDR)	<ul style="list-style-type: none"> <li>Secondary data review</li> <li>Collecting secondary data</li> </ul>
	TBD	Afternoon Break (**Working coffee break)	
	15h15-17h15	3.4. Primary Data Collection	<ul style="list-style-type: none"> <li>Data Collection Methodologies</li> <li>Primary Data Collection Simulation and Data Management</li> </ul>
	17h15-17h30	Review and evaluation of the day	

## Education/Child Protection Information Management Training Geneva, 14-17 July 2014

### Day 3: Wednesday, July 16<sup>th</sup>

Session	Time	Module	Overview of the session and module
	8h30-9h00	Recap from Day 2 (and presentations of exercises)	
3. Data Collection, Cleaning and Storage	9h00-10h30	3.5. Data Cleaning	<ul style="list-style-type: none"> <li>Importance of data cleaning</li> <li>Tips to data cleaning and preventing errors</li> <li>Look for errors in a database and which actions to take</li> <li>Data storage</li> </ul>
	10h30-10h45	Morning Break	
	10h45-12h30	3.6. Monitoring the Strategic Response Plan	<ul style="list-style-type: none"> <li>Monitoring the SRP and developing indicators</li> <li>Linking the SRP to your 3W</li> </ul>
	12h30-13h30	Lunch	
4. Data Analysis and Visualization	13h30-15h15	4.1. Data Analysis	<ul style="list-style-type: none"> <li>Working efficiently between IM and Coordinators around data analysis</li> <li>Basic analysis process and types</li> </ul>
	15h15-15h30	Afternoon Break	
	15h30-17h15	4.1. Data Analysis (cont.)	<ul style="list-style-type: none"> <li>Conducting analyses</li> <li>GIS continued</li> </ul>
	17h15-17h30	Review and evaluation of the day	

### Day 4: Thursday, July 17<sup>th</sup>

Session	Time	Module	Overview of the session and module
	8h30-9h15	Recap from Day 2 (and presentations of exercises)	
5. Information Sharing and Reporting	9h15-10h15	4.2. Data Visualization	<ul style="list-style-type: none"> <li>Data visualization: Tables, Graphs, Charts, Maps, etc.</li> </ul>
	10h15-10h30	Morning Break	
	10h30-11h15	5.1. Reporting for Sitreps	<ul style="list-style-type: none"> <li>Reporting for Sitreps</li> </ul>
	11h15-12h45	5.2. Information Sharing	<ul style="list-style-type: none"> <li>Humanitarian Response</li> <li>Mailing list management</li> </ul>
	12h45-13h45	Lunch	
6. Ways forward	13h45-15h30	6.1. Working with others	<ul style="list-style-type: none"> <li>Working with others</li> </ul>
	15h30-15h45	Afternoon Break	
	15h45-17h15	6.2. Action plan	<ul style="list-style-type: none"> <li>Reviewing beliefs, practices</li> <li>Key things participants will do about IM when coming back home</li> </ul>
	17h15-17h30	Review and evaluation of the day	